



## COMMITTEE FOR PURCHASE FROM PEOPLE WHO ARE BLIND OR SEVERELY DISABLED

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1421 Jefferson Davis Highway  
Arlington, Virginia 22202-3259

### TRAINING MATERIAL

The importance of sharing knowledge and a common perspective are vital to the achievement of a single goal by a group. The ongoing training – new and refresher – efforts of every Federal employee are well documented.

There are two presentations included in this Toolkit that focus on the AbilityOne Program and its priority within the procurement system. They are offered as a resource for independent review.

Dec 28, 2011





# AbilityOne Program Overview

How to Leverage the Program to Fulfill Your Product and Office Supply Needs



December 2011



# AbilityOne Mission



Provide employment opportunities for people who are blind or have other significant disabilities through the manufacture and delivery of products and services to the Federal Government.

AbilityOne®

PROGRAM





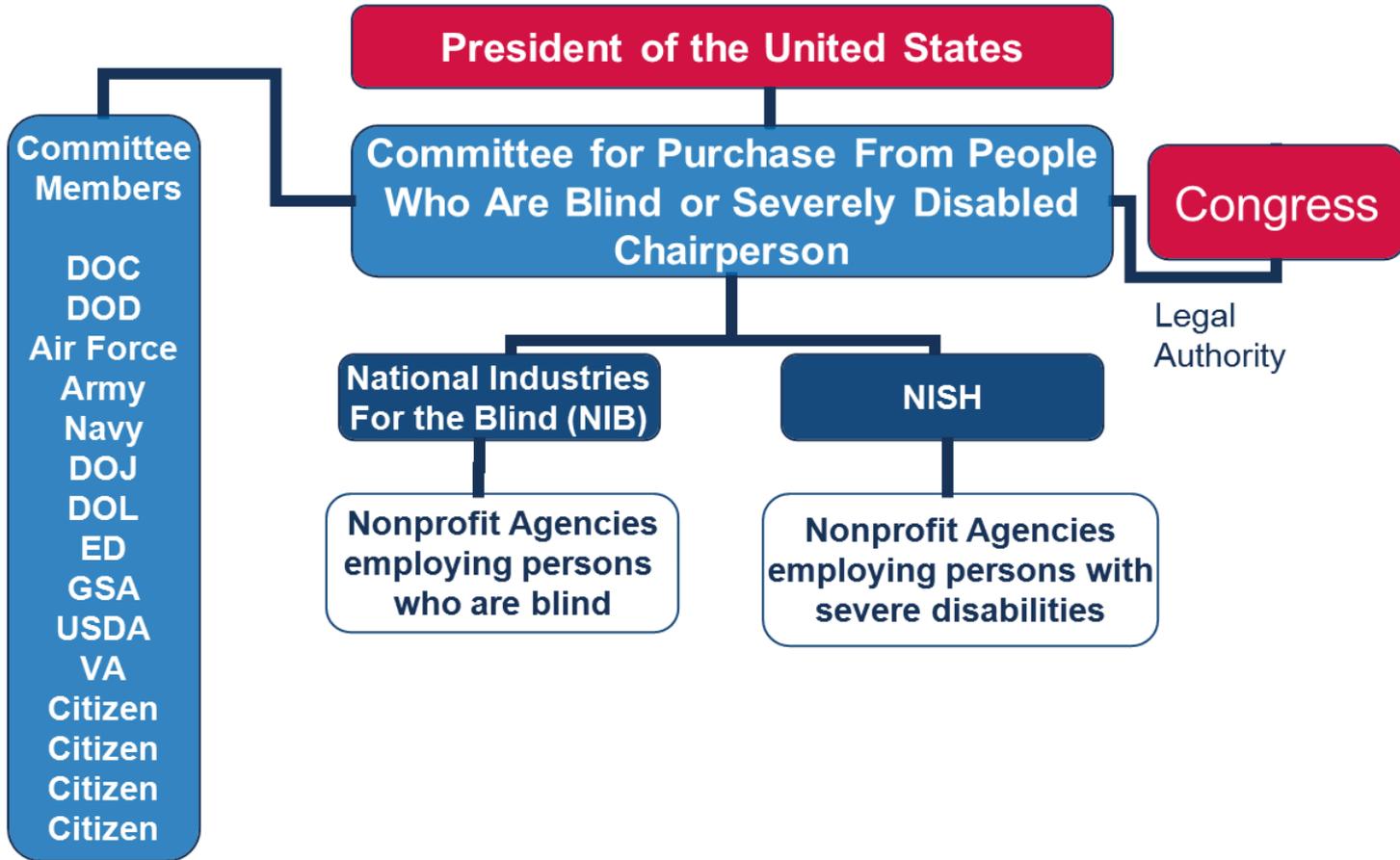
# Federal Customer

- Your support is critical to the success of the AbilityOne Program
  - Not limited to contracting personnel
  - Includes purchase card holders, agency program officials, and functional managers
- Encourage buying where you see the AbilityOne logo
- Give Feedback - Suggest products for potential Procurement List additions





# Organizational Chart





# Committee Responsibilities

- Establish strategic direction for the AbilityOne Program
- Manage Additions to and Deletions from the Procurement List
- Set and Revise Fair Market Prices
- Determine rules and regulations necessary to administer the Program through the Javits-Wagner-O'Day Act
- Assist Federal customers to increase their support of the AbilityOne Program





# Central Nonprofit Agencies

- Central Nonprofit Agencies (CNAs) are one or more non-governmental organizations designated by the Committee to assist in the administration of the Program.
- They are currently:
  - ✓ National Industries for the Blind (NIB)
  - ✓ NISH (creating opportunities for people with other significant disabilities)





# CNA Responsibilities

- Represent Nonprofit Agencies (NPAs) who participate in the Program
- Evaluate NPA qualifications and capabilities
- Ensure NPA compliance with Javits-Wagner-O'Day Act and other Federal statutes
- Oversee NPA contract compliance
- Solve problems; initial point of contact for complaints or delivery issues
- Equitably distribute orders to NPAs





# Nonprofit Agency Responsibilities

- Manufacture and deliver products or perform services as assigned by NIB or NISH
- Maintain qualifications for participation:
  - 75% of direct labor hour performed by people who are blind or have another significant disability
  - Net income cannot benefit individual shareholder or other individual
- Meet other requirements of Federal contractors





# Why is AbilityOne Important?

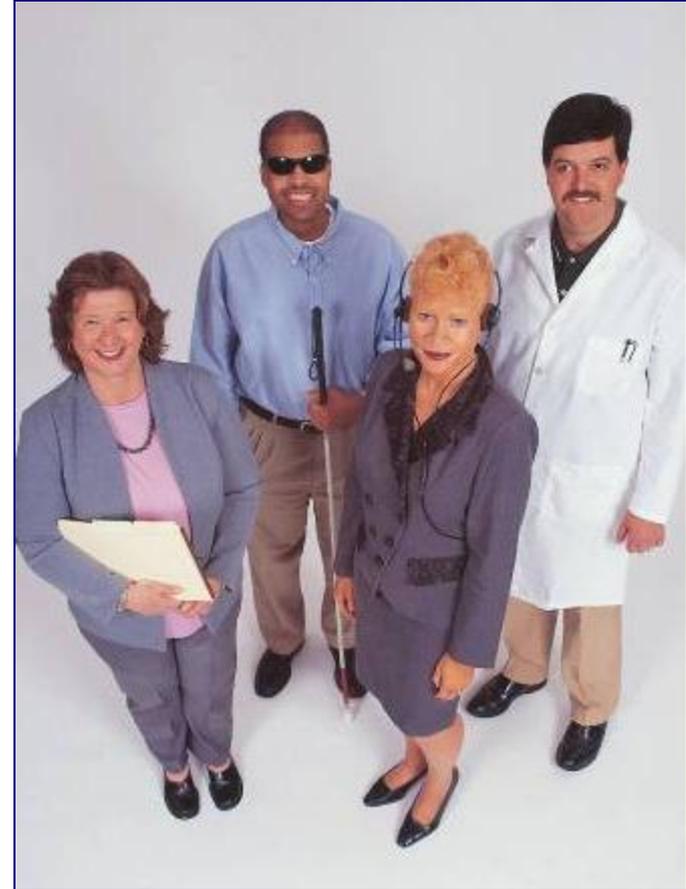
- Over 18 million working-age adults are blind or have a significant disability.
- 70% of this population is NOT employed.
- AbilityOne is the single largest employer of Americans who are blind or have other significant disabilities.
- It serves people who cannot obtain or maintain employment on their own.





# Benefits to NPA Employees

- Wide range of job options
- Equitable wages & benefits
- Long-term work experience
- Marketable job skills
- A measure of independence





# Benefits to the Government

- Quality products & services with on-time delivery
- Fair market prices give best value procurement
- National network of suppliers & solutions providers
- Satisfaction in helping people to help themselves





# How does AbilityOne work with Federal Customers?

- Partner with Federal customers as a preferred source for products
- Work harder to increase customer satisfaction and earn loyalty
- Responds to feedback on consistency, reliability, quality, timeliness, and price





# AbilityOne Products feature the *SKILCRAFT™ brand*

How to Get the Quality, Value  
and Convenience You Need





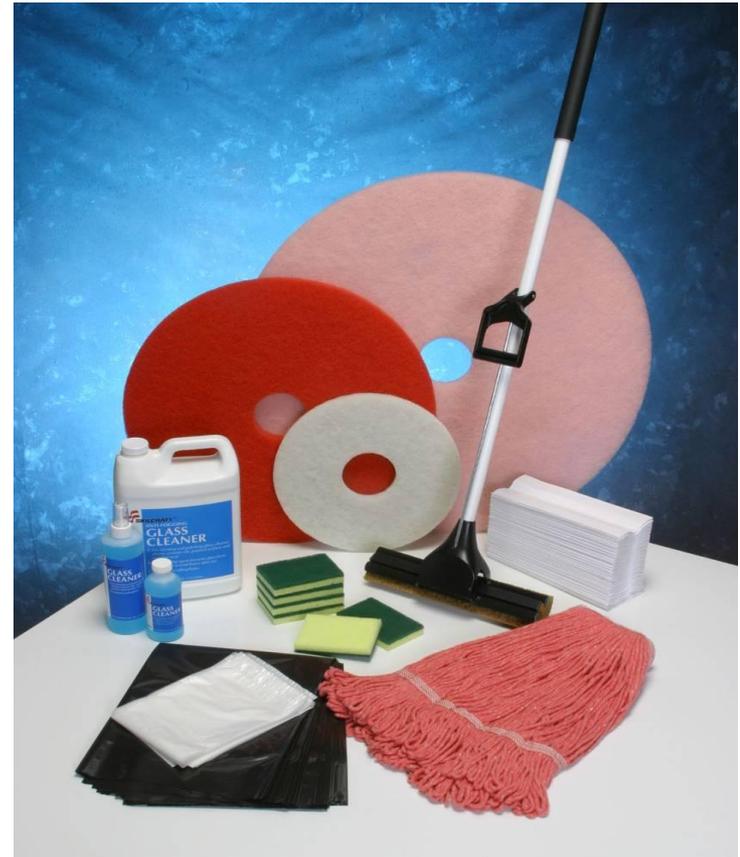
# What Products Can I Buy?

- Chemical Supplies
- Cleaning Products
- Clocks
- Clothing
- Computer Accessories
- Disposable Paper Products
- Furniture
- Kitchen & Break Room Supplies
- Mattress & Bedding
- Medical Supplies
- Military/Combat Clothing
- Office Supplies
- Paint & Accessories
- Personal Care & Safety
- Picture Frames
- Safety & Maintenance Items
- Shipping & Packaging Supplies
- Writing Instruments





# Office and Cleaning Products





# “Green” Products

- Biodegradable paper cups
- Process Chlorine Free (PCF) office paper
- Pens made from recycled materials
- Disposable cutlery
- Environmental cleaning agents





# Custom Engraving Products

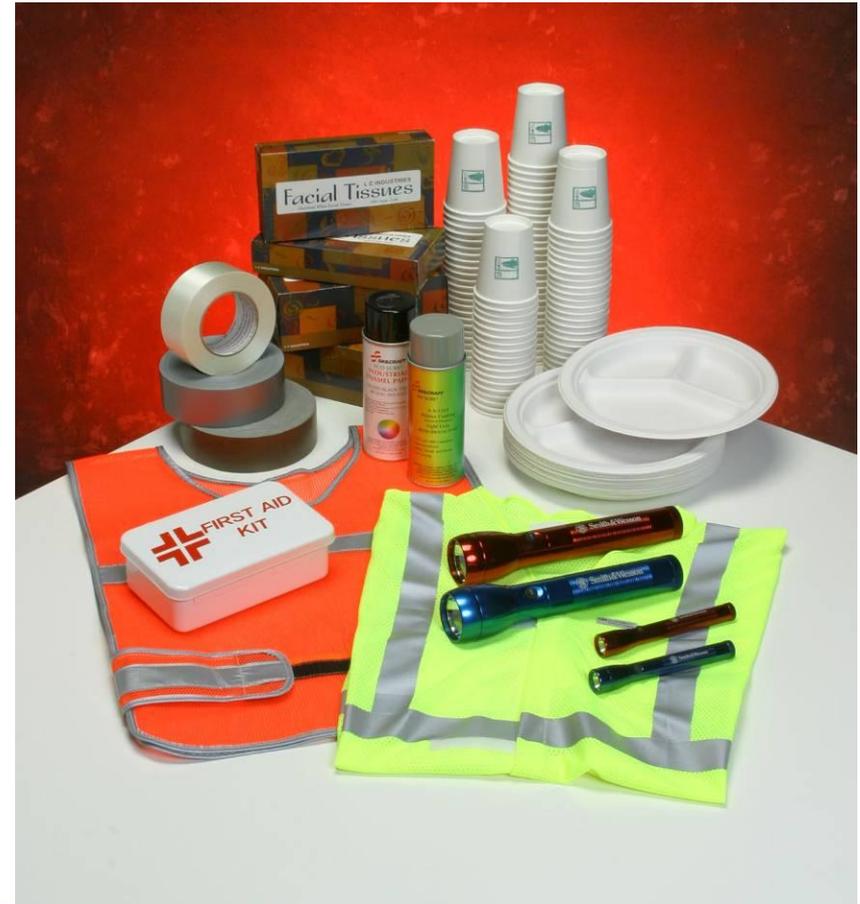
- Awards & Recognition
  - Plaques
  - Pen sets
- Clocks
- Military picture frames
- Stamps





# Safety & Personal Care

- First aid kits
- Fire hoses
- Flashlights
- Gloves
- Non-skid deck covering
- Traffic safety clothing items





# Micro-Purchase Limits

Is AbilityOne still a required source if I only buy small amounts with my purchase card?

- **Yes**, the AbilityOne Program is applicable at any dollar amount
- No exemptions for micro-purchases





# Buy AbilityOne Products

- GSA Global Supply  
[www.GSAGlobalsupply.gsa.gov](http://www.GSAGlobalsupply.gsa.gov)
- GSA Advantage!<sup>®</sup> [www.gsaadvantage.gov](http://www.gsaadvantage.gov)
- DoD EMALL [www.emall.dla.mil](http://www.emall.dla.mil)
- Multiple Award Schedule Holders - Authorized AbilityOne Distributors
- Base Supply Centers
- Official on-line store [www.abilityone.com](http://www.abilityone.com)





# AbilityOne Procurement List

- Source for the Official list of AbilityOne items
- Search by name and National Stock Number (NSN) or commercial name for each product
- Maintained by the Federal agency the Committee for Purchase From People Who Are Blind or Severely Disabled
- Access the list: [www.abilityone.gov](http://www.abilityone.gov)  
then → Quick Links → Products





# Unique Products in the AbilityOne Program





# U.S. Military Industrial Base

AbilityOne products are an important part of the U.S. military industrial base:

- Chemical and Biological Protective Apparel and Equipment Systems
- Dress and Battle Uniforms (BDU, ACU, ABU)
- Subsistence Items such as MRE Components and special Navy packaging for shipboard use
- Energy Dissipating Pads to cushion the fall of air-dropped humanitarian aid items





# Industrial Base Balance

- AbilityOne understands and supports DOD agencies' need to balance their purchases across multiple sources to ensure a healthy industrial base
- Multiple AbilityOne manufacturing agencies can serve as back-ups and surge capacity
- AbilityOne will grant purchase exceptions as needed to enable the government to purchase critically needed items outside our capacity





# AbilityOne and DoD

- Current Large Volume Items
  - DeCA
    - Military Resale
    - Commissary Shelf Stocking
  - DSCR/DSCC
    - Belts and Straps
    - Battery and Lighting Acquisition, Storage, Repackaging and Distribution
  - DAU Detail Program
    - Acquisition AbilityOne curriculum online





# Do I Have to Buy from AbilityOne?

- FAR Part 8
- Required source if on Procurement List
  - Services – first priority
  - Products – first priority after FPI Schedule
  - Applies to micro-purchases
- Purchase exceptions may be requested, if
  - NPAs cannot meet contract requirements or timeframes.





# AbilityOne Unique Military Products

- Provide Soldier, Airman, Sailors, and Marine Corp Battle and Dress Uniforms
- Warfighter items: helmet components, “Navy-pack” dry food mixes, ID kits, Vehicle side racks,
- Mattresses for submarines and ships
- Medical items





# Government-Unique Items

- Batteries
- Emergency Light Markers
- Head Lanterns
- Flashlights
- Terminal Adapters
- Tire Inflator Gauge
- Mechanic's Creeper



**Battle-board ID Kits**  
**Seat Cushions**  
**Aircraft Cargo Tie Down Kits, Nets and Straps**  
**Oil Sample Bottle**  
**Fuel Tank Foam**  
**Tire Inflator Gauge**  
**Rakes**

**AbilityOne®**

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# Customer Satisfaction

Customer satisfaction is the key to keeping people employed, so...

**Performance**

**+**

**Value**

**=**

**Customer Satisfaction**

**=**

**Jobs**





# AbilityOne Program Team

## Committee for Purchase From People Who Are Blind or Severely Disabled\*

1421 Jefferson Davis Highway  
Jefferson Plaza 2, Suite 10800

Arlington, VA 22202-3259

Phone: (703) 603-7740

Fax: (703) 603-0655

E-Mail: [info@abilityone.gov](mailto:info@abilityone.gov)

[www.abilityone.gov](http://www.abilityone.gov)

\*The Committee began operating as the U.S. AbilityOne Commission on  
Oct. 1, 2010 [76 FR 60808-60809, 9/30/2011]





# Commission Contact Information

## **U.S. AbilityOne Commission**

### **Eric Beale**

1421 Jefferson Davis Highway  
Jefferson Plaza 2, Suite 10800

Arlington, VA 22202-3259

Phone: (703) 603-2119

Fax: (703) 603-0655

E-Mail: [ebeale@abilityone.gov](mailto:ebeale@abilityone.gov)





# NIB Contact Information

## National Industries for the Blind (NIB)

Harlan Erker

1310 Braddock Place

Alexandria, Virginia 22314-1691

Phone: (703) 310-0633

Fax: (703) 998-8268

[www.nib.org](http://www.nib.org)



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# Nish Contact Information

## NISH

David Brown

8401 Old Courthouse Road

Vienna, Virginia 22182

Phone: (571) 226-4621

Fax: (703) 849-8916

[www.nish.org](http://www.nish.org)

nish

Creating Employment  
Opportunities  
For People With  
Severe Disabilities





# Government Purchase Card Training



December 2011



# Purchase Card Training Program

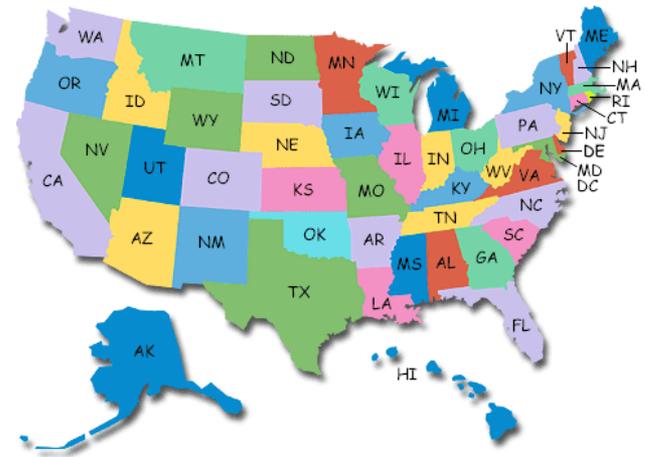
- A **quality** source of supply...  
A required source for all federal agencies...
- A unique employment program for Americans who are blind or who have other severe disabilities.





# Introduction

- **Purpose:** Create employment for People Who Are Blind or Have Other Severe Disabilities
  - Over 18 Million working-age adults are blind or severely disabled
  - Over 70% of this population is not employed
  - AbilityOne is the single largest employer of this population in America
- **Method:** Federal employees buy supplies and services furnished by these individuals





# Micro-Purchase Limits

Is AbilityOne still a required source if I only buy small amounts with my purchase card?

- **Yes**, the AbilityOne Program is applicable at any dollar amount
- No exemptions for micro-purchases
- There are **No Waivers** for items on the Procurement List
- Waivers are not given due to cost of a commodity





# AbilityOne Procurement List

- Official list of all AbilityOne items
- Maintained by the Committee for Purchase
- Identifies name and National Stock Number (NSN) or commercial name for each product
- Description and List of products and services on the Procurement List: [www.abilityone.gov](http://www.abilityone.gov)





# Products & Services

- **Office and Cleaning Supplies**
  - AbilityOne paper products comply with Executive Order 13423 on “Greening the Government”
- **Medical/Surgical Items**
- **Textiles**
- **Services**
  - Temporary Administrative Services
  - Janitorial/Custodial; Grounds Maintenance; Switchboard; and Much More!





# “Green” Products

- Biodegradable paper cups
- Process Chlorine Free (PCF) office paper
- Pens made from recycled materials
- Disposable cutlery
- Environmental cleaning agents





# How to Buy AbilityOne Products

- GSA Global Supply
- *GSA Advantage!*<sup>®</sup> / DOD EMALL
- Base Supply Centers/SERV MARTs
- Commercial Distributors  
([www.abilityone.gov/distributors](http://www.abilityone.gov/distributors))
- On-Line Store
  - [www.AbilityOne.com](http://www.AbilityOne.com)





# Need More Information?

## Points of Contact:

- **AbilityOne Commission Staff**  
Eric Beale, 703-603-2119  
[ebeale@abilityone.gov](mailto:ebeale@abilityone.gov)  
or [info@abilityone.gov](mailto:info@abilityone.gov)



- **National Industries for the Blind (NIB)**  
Harlan Erker, 703-310-0633, [herker@nib.org](mailto:herker@nib.org)



- **NISH (serving a wide range of disabilities)**  
Marti Eisentraut, 571-226-4640, [meisentraut@nish.org](mailto:meisentraut@nish.org)





# Central Nonprofit Agencies

## National Industries for the Blind (NIB)

1310 Braddock Place  
Alexandria, Virginia 22314-1691  
Phone: (703) 310-0500  
[www.nib.org](http://www.nib.org)



## NISH

8401 Old Courthouse Road  
Vienna, Virginia 22182  
Phone: (571) 226-4621  
[www.nish.org](http://www.nish.org)



Creating Employment  
Opportunities  
For People With  
Severe Disabilities





# Committee

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\*The Committee began using the operational name  
U.S. AbilityOne Commission in October 2011.

